

DENTAL COORDINATOR

066

DEPARTMENT: Community Services/WAMAC

NATURE OF WORK:

Administers the agency's dental program in collaboration with the Executive Director, the WAMAC Medical Director, the staff Dentist, the Business Manager, and the Medical/Dental Oversight Committee.

Work includes carrying out varied and complex procedural support within a medical and dental clinic.

ESSENTIAL FUNCTIONS OF THE JOB:

Maintains systems for conducting patient intake, pre-screening, triaging, treatment prioritization, scheduling of clinic appointments, referral to external dentists and follow-up. Coordinates these tasks with other staff and volunteers as appropriate.

Maintains policies and procedures and other pertinent forms and documents for the dental program.

Becomes familiar with dental grant requirements.

Works with staff to recruit and retain volunteer dentists, dental assistants, and dental hygienists.

Prepares reports and makes presentations on dental program activities as requested for internal and external groups.

Schedules clinic hours for staff dentist and volunteer dentists.

Coordinates dental patient care as needed. (i.e. charting, prescriptions, follow-up appointment, reminder calls, etc.)

Maintains inventory of dental equipment and supplies, and coordinates repairs and new purchases as needed. Ensures inspection and certification of x-ray equipment in accordance with state regulations. Works with the administrative secretary to order all dental supplies.

Ensures proper cleaning and maintenance of dental operatories and proper sterilization of dental instruments in compliance with all applicable laws and regulations.

Maximizes the utilization of external dentist network, and coordinates patient referrals as appropriate.

Ensures adequate staffing of volunteers for dental clinic. Manages patient flow and volunteer work during clinic hours.

Schedules appointments for dental services via telephone and over the counter.

Prepares and sends correspondence and form letters on general matters.

Enters data on computer. Files correspondence, lab reports, clinic forms, etc., both in patient medical reports and in general files.

Keeps dentists schedules and schedule for the dental clinic.

Assists dentists, chairside, when necessary.

Provides oral hygiene education to community outreach programs and dental clinic patients in cooperation with the staff dentist and volunteer dentists.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practices to supervisor. Ensures that all equipment, material and work conditions are adequately maintained to prevent accident.

Performs other related duties as assigned.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed at the Olde Towne Medical Center in a dental clinic setting. Operates standard office equipment and dental office equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general principles and practices of general dentistry and oral hygiene education. Some knowledge of standard office practices and procedures, equipment, and clerical techniques in a medical setting, medical terminology, and telephone triage.

Familiarity with other dental providers in the Williamsburg area desirable.

Ability to teach children and adults dental health care.

Knowledge of general office computer software and associated equipment. Ability to operate general office equipment, word processing equipment, and microcomputers as required to accomplish the work assigned.

Ability to independently apply and carry out policies and procedures within assigned areas of responsibility.

Ability to maintain moderately complex records and ensure their confidentiality.

Ability to make mathematical computations with accuracy.

Ability to communicate effectively both orally and in writing.

Good critical thinking and problem-solving skills.

Ability to train, schedule, and coordinate professional and lay volunteers.

Ability to work well with diverse constituencies of varying backgrounds, including health care professionals, other office staff, board members, lay volunteers, and patients.

Ability to function in a collaborative, transdisciplinary manner with staff and others at Olde Towne Medical Center.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, and two years of experience in general clerical work or one year in a dental or medical setting; experience as a dental assistant preferred, or any equivalent combination of education, training, and experience providing the knowledge, abilities, and skills cited above.